

ACKNOWLEDGEMENT LETTER

DATE: _____

The India Embassy/Consulate has advised all 3rd party agencies that we must now submit all applications through the VFS outsourcing office until further notice.

If you would like VIP Passport Services to submit the visa application on your behalf to the VFS outsourcing center, please be advised that once the application is submitted, VIP will not be able to cancel, provide status updates, or intervene in the process.

The processing time is expected to take up to 10-15 business days to have the visa completed.

Thank you,

Applicant Signature



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472

Website: www.vippassports.com

Email: info@vippassports.com



WORK ORDER REQUEST FORM

TRAVELER INFO:

TRAVELER NAME

TRAVELER DATE OF BIRTH

DATE OF U.S. DEPARTURE

DATE PASSPORT IS NEEDED

VIP FILE LOCATOR NUMBER

DON'T FORGET

TO EMAIL YOUR
DOCUMENTS TO OUR
OFFICE FOR OUR
COMPLIMENTARY
PASSPORT/VISA
PRE-CHECK!

BILLING INFORMATION ☐ (CHECK BOX IF SAME AS SHIPPING)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL

P.O. OR BILLING REF#:

RETURN SHIPPING INFORMATION ☐ (CHECK BOX TO WAIVE SIGNATURE)

CONTACT & COMPANY NAME

ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER

CELL NUMBER

EMAIL

METHOD OF PAYMENT

☐ CREDIT CARD

CARD NUMBER

EXP. DATE

CVV CODE

SIGNATURE OF CARD HOLDER

AUTH. AMOUNT \$_____

☐ MONEY ORDER

☐ CASHIER'S CHECK

☐ COMPANY CHECK

SPECIAL INSTRUCTIONS: _____

Specializing in Visas, Passports, Apostilles, Document Legalizations, and Translations



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INDIA TOURIST VISA U.S. PASSPORT HOLDER

PLEASE FORWARD THIS SHEET AND ALL THE REQUIREMENTS TO THE ADDRESS LISTED
ABOVE

PROCESSING FEES (PER APPLICANT)

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$295.00</u>
CONSULATE FEE: (SEE NEXT PAGE)	<u> </u>
MONEY ORDER:	<u>\$6.00</u>
OTHER FEES: <u>FEDEX TO VFS OUTSOURCING OFFICE</u>	<u>\$45.00</u>
ADD RETURN SHIPPING FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

REGULAR PROCESS TIME:	10 TO 15 DAYS

COMMENTS: _____

REVISED: 10-17-2022 (EL)

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INDIA TOURIST VISA

PLEASE SUBMIT THE FOLLOWING REQUIREMENTS

1.) **SIGNED U.S. PASSPORT** - MINIMUM OF 6 MONTHS REMAINING VALIDITY WITH AT LEAST 2 SIDE-BY-SIDE BLANK VISA PAGES.

2.) **ONE CURRENT PASSPORT-TYPE PHOTOGRAPH (2X2):**

❖ GLASSES ARE NOT ACCEPTED

3.) **[CLICK HERE](#)** TO COMPLETE THE APPLICATION ONLINE-THE CONSULATE **WILL ONLY ACCEPT AN APPLICATION THAT HAS BEEN COMPLETED ONLINE**-FAILURE TO DO SO WILL CAUSE A DELAY. AFTER YOU HAVE COMPLETED THE ONLINE APPLICATION, PLEASE PRINT IT OUT AND SIGN IT AND THEN SEND THE ORIGINAL WITH THE REST OF THE SUPPORTING VISA DOCUMENTS. **ALL TOURIST APPLICATIONS SHOULD REQUEST A VISA VALID FOR 10 YEARS (120 MONTHS). APPLICATIONS RECEIVED REQUESTING A DIFFERENT VALIDITY MAY INCUR A DELAY IN SUBMISSION/PROCESSING.**

4.) **PROOF OF RESIDENCE:** SUBMIT ONE OF THE FOLLOWING

- ❖ COPY OF VALID DRIVER'S LICENSE
- ❖ MOST RECENT MAJOR UTILITY BILL (I.E. WATER, GAS, ELECTRIC)
- ❖ SIGNED LEASE AGREEMENT

IMPORTANT: THE ADDRESS MUST NOT CONTAIN A P.O. BOX AND THE ADDRESS MUST BE THE SAME AS THE PERMANENT ADDRESS LISTED ON THE ON-LINE APPLICATION.

5.) **PARTICULARS FORM**

6.) **TOURIST VISA CHECKLIST FORM**

7.) **COPY OF TRAVEL ITINERARY**

8.) **CONSULATE FEES**

VALIDITY	CONSULATE FEE	OUTSOURCING FEE	RETURN SHIPPING FEE	TOTAL FEE
10 YR MULTI-ENTRY	\$163.00	\$64.60	\$0	\$227.60

CONTINUED→



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COMMON ERROR(S) TO AVOID WHEN COMPLETING THE ONLINE APPLICATION

ERRORS CANNOT BE FIXED! AN ERROR OF ANY TYPE WILL RESULT IN THE APPLICATION BEING REJECTED BY THE CONSULATE. A NEW ON-LINE APPLICATION WILL HAVE TO BE COMPLETED IF ERRORS ARE FOUND.

YOUR NAME MUST BE ENTERED EXACTLY AS IT IS IN THE PASSPORT

- SURNAME – LAST NAME
- GIVEN NAME – FIRST AND MIDDLE NAME

INDIAN MISSION: SELECT THE CONSULATE FOR APPLICANT'S JURISDICTION
(REFER TO PAGES 7 AND 8 TO FIND THE JURISDICTION)

PERMANENT AND CURRENT ADDRESS: MUST MATCH THE ADDRESS EXACTLY AS THE ADDRESS ON THE PROOF OF RESIDENCE.

TWO SIGNATURES: ON PAGE ONE THE SIGNATURE BOX IS IN THE TOP RIGHT CORNER BELOW WHERE THE PICTURE BELONGS. SIGNATURE SHOULD NOT EXTEND OUTSIDE OF THE BOX. ON PAGE TWO, THE SIGNATURE CAN BE FOUND AT THE BOTTOM OF THE PAGE. MINORS UNABLE TO SIGN CAN USE A THUMBPRINT (BLACK INK) INSTEAD. MINORS UNDER THE AGE OF 18 MUST HAVE EITHER BOTH PARENTS OR LEGAL GUARDIAN SIGN THE APPLICATION.

LENGTH OF VALIDITY: AS OF APRIL 15TH, 2015, ALL TOURIST APPLICATIONS SHOULD REQUEST A VISA VALID FOR 10 YEARS (120 MONTHS). APPLICATIONS RECEIVED REQUESTING A DIFFERENT VALIDITY MAY INCUR A DELAY IN SUBMISSION/PROCESSING.

PRINTING THE APPLICATION: THE APPLICATION FORM SHOULD BE PRINTED ON 2 SEPARATE SHEETS OF PAPER, NO FRONT TO BACK PRINT OUT WILL BE ACCEPTED.

NOTE: PLEASE MAKE SURE THAT THE APPLICATION FORM PRINTS OUT WITH THE BARCODE AT THE BOTTOM LEFT HAND CORNER OF THE 1ST PAGE OF THE APPLICATION.

CONTINUED →



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IMPORTANT NOTES (MUST READ):

*FOR APPLICANTS THAT ARE UNDER THE AGE OF 18, THE CONSULATE WILL WANT THE APPLICANT TO SUBMIT THE FOLLOWING ADDITIONAL DOCUMENTATION:

- ❖ COPY OF THE INFORMATIONAL PAGE OF BOTH PARENTS' PASSPORTS
- ❖ COPY OF BOTH PARENTS' DRIVER'S LICENSE TO SUBSTANTIATE THEIR PLACE OF RESIDENCE
- ❖ THE 2ND PAGE OF THE APPLICATION MUST BE DULY NOTARIZED WITH A NOTARY STAMP AND SEAL; APPLICATIONS WITHOUT BOTH PARENTS' SIGNATURES WILL NOT BE ACCEPTED.
- ❖ COPY OF THE MINOR'S LONG FORM BIRTH CERTIFICATE
- ❖ BOTH PARENTS MUST SIGN THE 2ND PAGE OF THE APPLICATION
- ❖ MINORS WHO CANNOT WRITE THEIR NAME MUST USE THEIR THUMB PRINT TO BE PLACED INSIDE THE BOX ON PAGE ONE (IN BLACK INK)
- ❖ PARENTAL TRAVEL AUTHORIZATION FORM (NOTARIZED). PLEASE [CLICK HERE](#) TO COMPLETE THE PARENTAL AUTHORIZATION FORM

* IF APPLICANT IS TRAVELING FOR TOURISM OR CASUAL BUSINESS, AND MEETS ALL THE ELIGIBILITY REQUIREMENTS, THE APPLICANT MAY ALSO APPLY FOR A 30-DAY VISA UPON ARRIVAL. FOR MORE INFORMATION, [CLICK HERE](#).

* IF YOUR PASSPORT OR APPLICATION INDICATES THAT YOU OR YOUR PARENTS/GRANDPARENTS WERE **BORN IN PAKISTAN**, YOU WILL BE REQUIRED TO SUBMIT THE APPLICATION AND PAPERWORK IN PERSON AT THE C.K.G.S. OFFICE IN YOUR JURISDICTION.

* IF THE APPLICANT IS A NATURALIZED CITIZEN AND IF THE APPLICATION INDICATES THAT YOU HAVE HAD A NAME CHANGE, THEN YOU ARE REQUIRED TO SUBMIT A COPY OF THE OFFICIAL DOCUMENT SHOWING THAT NAME CHANGE (i.e. MARRIAGE CERTIFICATE OR LEGAL COURT DOCUMENT).

* THE CONSULATE RECOMMENDS THAT YOU DO NOT PURCHASE THE AIRLINE TICKETS UNTIL THE VISA HAS BEEN ISSUED AND THE PASSPORT IS IN YOUR POSSESSION

* FORMER INDIAN NATIONALS MUST SHOW PROOF OF THEIR RENUNCIATION OF THEIR INDIAN CITIZENSHIP.

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IF THE APPLICANT HAS ALREADY RENOUNCED INDIAN CITIZENSHIP, PLEASE SUBMIT A COPY OF THEIR NATURALIZATION CERTIFICATE ALONG WITH ONE THE FOLLOWING DOCUMENTS:

- ❖ THEIR CERTIFICATE OF RENUNCIATION ISSUED BY A INDIAN CONSULATE,
- ❖ THE APPLICANT'S CANCELLED INDIAN PASSPORT WITH STAMP STATING THE PASSPORT IS CANCELLED DUE TO OBTAINING U.S.(OR ANY OTHER NON INDIAN COUNTRY) CITIZENSHIP

IF THE APPLICANT HAS NOT RENOUNCED THEIR INDIAN CITEZENSHIP, OR CANNOT SHOW PROOF, PLEASE CONTACT OUR OFFICE FOR DETAILED INSTRUCTIONS.

MOST IMPORTANT: FORMER INDIAN PASSPORT HOLDERS CAN EXPECT THE PROCESS TO TAKE AN UNDETERMINED AMOUNT OF TIME TO HAVE THE VISA ISSUED SO PLEASE EXPECT DELAYS. THE INDIAN CONSULATE RECOMMENDS THAT YOU DO NOT BUY YOUR AIRLINE TICKET UNTIL THE VISA HAS BEEN ISSUED AND YOUR PASSPORT IS IN HAND.

REVISED: 4-4-2025 (EL)



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INDIA CONSULATE JURISDICTIONS

PROCESSING TIMES AND CONSULATE-SPECIFIC INSTRUCTION

(ALL PROCESS TIMES START FROM THE TIME THE APPLICATION AND DOCUMENTS ARE SUBMITTED TO THE CONSULATE)

IF YOU APPLY ONLINE FOR A 5 OR 10 YEAR MULTIPLE ENTRY VISA AND THE CONSULATE ISSUES A VISA VALID FOR LESS THAN 5 OR 10 YEARS, THE CONSULATE FEES WILL BE NON-REFUNDABLE. PLEASE REFER TO THE SPECIFIC JURISDICTION FOR MORE INFORMATION

➤ **HOUSTON CONSULATE:**

JURISDICTION: ARKANSAS, COLORADO, KANSAS, LOUISIANA, OKLAHOMA, TEXAS, NEBRASKA, NEW MEXICO

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

⇒ THE CONSULATE IN HOUSTON HAS BEEN TAKING AN UNDETERMINED AMOUNT OF TIME TO PROCESS VISA REQUESTS FOR APPLICANTS HOLD PASSPORT ISSUED BY PRC AND/OR NIGERIA

⇒ AT THIS TIME, THE HOUSTON CONSULATE IS CURRENTLY ONLY ALLOWING SUBMISSION FOR 1-YEAR VISAS FOR MOST NON-U.S. NATIONALITIES. IF YOU ARE A NON-U.S. PASSPORT-HOLDER APPLYING FOR 5 OR 10-YEAR VISA, PLEASE BE AWARE THAT THE CONSULATE WILL MOST LIKELY REQUEST NEW DOCUMENTATION REQUESTING SHORTER VALIDITY. THE NEW DOCUMENTS REQUESTED WILL INCLUDE, BUT NOT BE LIMITED TO, APPLICATION FORM, COMPANY LETTER, AND INVITATION. REQUESTS FOR NEW DOCUMENTATION WILL ALSO INCUR A DELAY IN PROCESSING.

➤ **ATLANTA CONSULATE:**

JURISDICTION: ALABAMA, FLORIDA, GEORGIA, MISSISSIPPI, PUERTO RICO, SOUTH CAROLINA, TENNESSEE, THE VIRGIN ISLANDS.

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

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➤ **CHICAGO CONSULATE:**

JURISDICTION: ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NORTH DAKOTA, SOUTH DAKOTA, WISCONSIN

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇒ WHEN COMPLETING THE COMPANY LETTER OF GUARANTEE, PLEASE BE SURE THAT THE ADDRESS LISTED ON THE COMPANY'S LETTER HEAD MATCHES THE ADDRESS LISTED ON THE APPLICATION AS THE EMPLOYER'S LOCATION. THE COMPANY'S ADDRESS MUST ALSO FALL INTO THE CHICAGO CONSULATE'S JURISDICTION (SEE STATES LISTED ABOVE).
- ⇒ THE CONSULATE IN CHICAGO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 OR 10 YEAR MULTIPLE ENTRY VISA
- ⇒ BOTH LETTERS (INVITATION AND GUARANTEE) MUST SPECIFICALLY STATE THE REQUESTED LENGTH OF VALIDITY (1YR., 5YR., 10YR)

➤ **WASHINGTON, DC EMBASSY:**

BERMUDA, DELAWARE, DISTRICT OF COLUMBIA, KENTUCKY, MARYLAND, NORTH CAROLINA, VIRGINIA, WEST VIRGINIA.

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

➤ **NEW YORK CONSULATE:**

JURISDICTION: CONNECTICUT, MAINE, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, RHODE ISLAND, VERMONT

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇒ THE CONSULATE IN NEW YORK IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR MULTIPLE ENTRY VISA (THEY WILL NOT ACCEPT AN APPLICATION REQUESTING A 10 YEAR MULTIPLE ENTRY VISA).

⇒ **CONTINUED →**



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➤ **SAN FRANCISCO CONSULATE:**

JURISDICTION: ALASKA, ARIZONA, CALIFORNIA, GUAM, HAWAII, IDAHO, MONTANA, NEVADA, OREGON, UTAH, WASHINGTON, WYOMING

PROCESSING TIME: 10 TO 15 BUSINESS DAYS

- ⇒ THE CONSULATE IN SAN FRANCISCO IS BEING VERY SELECTIVE ABOUT ISSUING A 5 YEAR VISA, AND WILL NOT ACCEPT REQUESTS FOR 10 YEAR VISAS.
- ⇒ IF THE APPLICANT SUBMITTED ANYTHING OTHER THAN A COPY OF THEIR DRIVER'S LICENSE TO SUBSTANTIATE THEIR CURRENT RESIDENCE THE CONSULATE WILL ALSO WANT A COPY OF THEIR PHOTO I.D.

REVISED: 9-26-2022 (EL)

ADDITIONAL PARTICULARS FORM FOR VISA SERVICES

1. Name of Applicant :
2. Passport Number and Nationality :
3. Please specify whether holding dual nationality. :
If yes, please provide name of countries and passport numbers
4. Any previous Nationality held? If yes, specify :
5. Name of Spouse and current Nationality :
6. Any other Nationality previously held by spouse If yes, :
please provide name of countries and passport numbers
7. Has the applicant ever changed his/her name? If yes, :
specify details and submit appropriate documentation for the same
8. Did the applicant or his/her parents or his/her grandparents :
ever hold the citizenship of Bangladesh, Afghanistan, Bhutan, China, Nepal or Sri Lanka at any point of time? If yes, please provide details
9. Whether the applicant or his/her parents or his/her :
grandparents ever hold the citizenship of Pakistan, or NICOP (National Identity Card for Overseas Pakistanis) or POC (Pakistan Origin Card)? If yes, specify details
10. Did the applicant work before or is currently Working with :
Armed Forces/Police/Para-Military Forces/Government service. If yes, name of Organization, Designation, Place of Posting and Rank should be given
11. Did the applicant ever hold official/diplomatic passport? :
If yes, specify details
12. Current Employment status along with full details of employer :
13. Has the applicant ever been convicted of any criminal offense :
or is currently facing criminal charges in any court of law?
If YES, specify details.
14. Has the applicant or any of his parents ever applied for asylum?:
If yes, specify details

DECLARATION

I hereby declare that the above particulars are true. I also agree that in case any false information is given in the above form, appropriate action as per Government of India rules and regulations may be taken against me, including but not limited to revoking of issued Visa and any other action as deemed fit by the Government of India or its agencies.

I am applying for a OCI card (strike off whichever not applicable) -

- (a) as a spouse of an Indian origin person
- (b) not as a spouse of Indian origin person.

In case of (a), I undertake to intimate the Consulate immediately about the dissolution of such marriage, if it occurs.

Date :

Place :

(Signature of the Applicant)

Please note: In case of minor child, both parents/legal guardian should sign the declaration

FORM TO BE NOTARIZED WITH BOTH PARENTS SIGNATURE

PARENTAL AUTHORIZATION FOR MINORS

(Children under 18 years old)

I, the undersigned,

Mr

and

Mrs

Capacity (parents or legal guardians)

(Both parents or guardians should provide a copy of his / her ID card with signature and the child birth certificate. If separated or divorced, or in case of adoption, the legal guardian should provide a copy of the judgement.)

having full and complete custody of

Name of minor

Date of birth (day/month/ year):

Residing at

do hereby authorize my child to leave the United States of America,

from (day/month/year) to (day/month/year)

Place : (CITY and STATE)

Date : _____

Mother Signature _____

Father Signature _____

Tourist Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_____



THE FOLLOWING IS A LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR TOURIST. PLEASE PRINT AND SIGN A COPY OF THIS CHECKLIST, ALONG WITH YOUR APPLICATION.

	<u>IMPORTANT GUIDELINES</u> ❖ Please ensure that all data entries provided in your application match with your existing passport. If not, please provide the supporting documentation. ❖ Please select the correct Indian mission based on the place where you reside in the USA and the mission's jurisdiction. Mission jurisdiction can be viewed at http://visa.vfsglobal.com/usa/en/ind/attend-centre ❖ Online applications are only accepted if filled out in the current year and within 180 days from the date of submission. ❖ After submission online, no changes can be made. In case of an error, please fill a new online application form. ❖ VFS INDIA CONSULAR APPLICATION CENTRE employees cannot edit or make any changes to your online application form. ❖ THE EMBASSY/CONSULATE RESERVES THE RIGHT TO CALL FOR ADDITIONAL DOCUMENTS, AS CONSIDERED NECESSARY. ❖ If applicant's occupation is "Journalist", he/she may only apply for a journalist visa, even if you intend to travel for tourism/ business/ medical/ Conference/Employment etc. ❖ Visa Application for Pakistani nationals and Pakistan origin USA nationals will take a longer than normal time. USA nationals of Pakistan origin will be required to provide copy of renunciation certificate. Pakistani nationals, including those holding dual nationality should apply for visas on their Pakistani passport only. However, both the passports, in original, are to be submitted; visa will be issued on Pakistani passport and type/duration of visa will be decided by the Embassy/Consulate. It may please be noted that incomplete /erroneous applications will be returned to the applicant for providing the missing/additional documents and re-submission of the full completed application. In certain cases, the Embassy/Consulate may ask for further documentation or call the applicant for an in-person or telephonic interview
	❖ MANDATORY DOCUMENTS
❖	<u>GOVERNMENT APPLICATION ONLINE FORM – ORIGINAL</u> <i>Signature: All Minor applicants need to write their name or sign in the space provided on the first page of the application form below the photograph. Minor applicant below 5 years may put left thumb impression on the space provided. Both parents should sign on the last page of the application. Both parents must sign on page 2 of the online application form below the minor's signature/thumb Impression.</i>
❖	<u>PHOTOGRAPH & SIGNATURE – ORIGINAL & DIGITAL</u> Physical photograph: 01 photograph must be affixed on the application form & should not be stapled. Physical and uploaded photograph must be identical. Photograph must be 2 X 2 Inches on glossy paper showing front view of applicant's face against white background Digital Photograph Requirements: Upload a digital photograph Online on Govt. Portal. The digital photograph should meet the following requirements: • Format JPEG

Tourist Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	

- Size: Minimum 10 KB and Maximum 300 KB
- The height and width of the Photo must be equal.
- Photo should present Full face, front view, eyes open.
- Center head within frame and present full head from top of hair to bottom of chin.
- Background should be plain light colored or white background.
- No shadows on the face or on the background.
- Without borders.
- Make sure that photo presents full head from top of hair to bottom of chin. Head should measure 1 inch to 1-3/8 inches (25mm to 35mm). Make sure eye height is between 1-1/8 inches to 1-3.
- Incorrect (face downwards or sideways) uploaded photographs will be returned as these applications are considered as ineligible applications. Uploaded photograph face must be upward only.

For Detailed photograph Specifications – [Please click here](#)

FEE PAYMENTS

Application confirmation letter/ Payment confirmation is mandatory. Complete the process online on VFS INDIA CONSULAR APPLICATION CENTRE's website to get the Application confirmation letter/ Payment confirmation. Don't forget to enclose the Application confirmation receipt. If paying by Money order or Banker's check then it should be made in favor of "VFS Services (USA) Inc. **PERSONAL CHECKS ARE NOT ACCEPTABLE. Ensure you update the correct details of the instrument (Money order/ Banker check. Don't punch dummy information. Incorrect information may lead to rejection of your application)**

To complete the questionnaire & create a profile: [Click here to proceed.](#)

NOTE: YOU MUST SEND YOUR COMPLETE APPLICATION WITHIN 30 DAYS FROM THE DAY APPLICATION IS REGISTERED ON VFS SYSTEM.

PROOF OF ADDRESS – COPY

- 2 Proof of address must match with the present address as per application:
(any ONE of the below documents)
- State Issued ID OR
 - Driving license OR
 - Utility Bill - Water (should be recent, no more than 3 months old) OR
 - Utility Bill - Gas (should be recent, no more than 3 months old) OR
 - Utility Bill - Electricity (should be recent, no more than 3 months old) OR
 - Valid Lease Agreement OR
 - Mortgage OR
 - Income Tax return OR
 - For College/University Students living on campus in University housing/dormitories, a letter from your institution on the institution letterhead explaining the exact address that you presently reside in will suffice.
 - Marriage Certificate in case the address in spouse's name, birth certificate of child in case of minor applicant along with parent's address proof.
 - In case of applicant residing with parents/children/ relatives, a notarized undertaking from them with one of the copies of address proof as indicated above.
 - Hotel bill - If the customer on L1/L3 staying in a hotel for a project for the past couple of months and don't have the address proof or state ID.

NOTE: DO NOT CUT YOUR DRIVER'S LICENCE COPY DOWN TO SMALLER SIZE Important: PO BOX number is NOT

Tourist Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	_____

	ACCEPTABLE as valid Proof of address
	For NON-US PASSPORT HOLDERS: COPY OF THE APPLICANT'S VALID LEGAL STATUS IN THE USA Please submit one of the below documents as applicable: - - Valid Green Card – FRONT AND BACK - Valid Visa, - Valid EAD – FRONT AND BACK - Valid I-797A Approval Notice, - Valid Work permit/Study Permit, OR - Recently expired Visa and I-797A Approval notice together with I-797C Receipt Notice for filing of a request for extension before the expiry of Visa or I-797A copy of proof of extension, if B1/B2 is expired and have a receipt for extension of stay or an approval for extension of stay.
?	<u>ADDITIONAL PARTICULAR FORM (ANNEXURE – A)– ORIGINAL & MANDATORY</u> <i>This form is absolutely mandatory to be filled by applicant (even if customer is minor). Application will be kept on hold if this form is not submitted.</i>
?	<u>PASSPORT – ORIGINAL AND PHOTOCOPIES</u> Original as well as a copy of passport (biographical pages only). Passport should have minimum validity of six months and must have at least two blank pages. <u>Note:</u> Holders of dual nationality should apply for visas on their Pakistani passport only. However, both the passports, in original, are to be submitted.
	<u>DOCUMENTS – IF APPLICABLE</u>
?	<u>PROOF OF RENUNCIATION – COPY</u> <i>Proof of Renunciation of Indian Citizenship:</i> • If you ever held an Indian Passport, it is MANDATORY to provide proof of the Renunciation of Indian Citizenship along with your VISA application. One of the following MUST be produced as proof: - ❖ Certificate of renunciation issued by the Embassy/Consulate of India OR ❖ Deemed surrender certificate issued by the Embassy/Consulate of India Both - Cancelled/ Surrendered Passport along with the copy of the Surrender/Renunciation Certificate would be needed for Indian passports surrendered after May 2010 If you do not have the proof of renunciation then please apply for renunciation before submitting the VISA application
?	ADDITIONAL DOCUMENTS FOR MINOR APPLICANTS • Parental Authorization Form (Annexure-B) duly signed by both parents and notarized – Original. Signature of Parents on Govt. Form, their passports and Parental authorization must be identical. Mismatch of signatures will result in delay in application processing or rejected without being processed. • Birth certificate of minor applicant – Copy; • Passports and Marriage Certificate of parents – Copy; and • US visa status documents of non-US national parents – Copy. If Indian parents do not hold valid US visa status, an explanation for the same may be provided.

Tourist Visa Checklist

Applicant's Name			Passport no.	
Email ID			Mobile no.	

2	<u>FORM FOR PAKISTAN NATIONALS FORM (ANNEXURE – C) – ORIGINAL</u>
	<u>FEES OR SHIPPING – APPLIES TO ALL</u>
☐	<u>COURIERS</u> 1. If opted VFS offered courier services, then download the incoming courier label from my account to send your complete application to the VFS Centre. 2. If you opt to use your own pre-paid label, then ensure correct pre-paid label details are entered while completing the registration process on VFS Portal. Incorrect information will lead to delay/ rejection of your application. In addition – please ensure you enclose the pre-Paid label ALONG WITH ENVELOPE before sending your application. Please ensure you liaise with your pre-paid company to schedule pick-ups as soon as you receive notification confirming that application is received by VFS Indian Consular Application Centre from the Embassy/Consulate. FEDEX PREPAID LABELS ARE NOT ACCEPTABLE. Acceptable Prepaid Labels are – UPS or USPS with NO expiry date of the label. To send application by Post: Please complete registration process. Registration process is mandatory To Submit application in person, please book an appointment & read terms and conditions
	<u>CHECKLIST</u> 1 Checklist (original) to be printed and enclosed with your application

(Signature of the Applicant)